

**First Amendment to the Iowa Department of Human Services
Iowa Child Abuse Prevention Program (ICAPP) Administrative Services**

This Amendment to Contract Number ACFS 18-004, for Iowa Child Abuse Prevention Program (ICAPP) Administrative Services is effective as of July 1, 2018, between the Iowa Department of Human Services (Agency) and Prevent Child Abuse Iowa (Contractor)

Section 1: Amendment to Contract Language

The Contract is amended as follows:

Revision 1. Contract Duration. The Contract is hereby extended from July 1, 2018, through June 30, 2019.

Revision 2. Section 1.3, Scope of Work. The Contract is hereby amended to strike Section 1.3 in its entirety and add in its place the following Section 1.3:

1.3 Scope of Work.

1.3.1 Deliverables, Performance Measures, and Monitoring Activities.

The Contractor shall provide the following:

1.3.1.1 Comprehensive Assessment of Child Maltreatment Prevention Efforts in Iowa and Development of a Strategic Plan

The Contractor shall conduct a comprehensive needs assessment, to include a review of programs in the state of Iowa with a primary or secondary goal of preventing Child Maltreatment. In doing this, the Contractor shall also review all current funded ICAPP/CBCAP Projects to determine the level of overlap between the various programs, initiatives, and funding sources. This analysis will assist the Contractor in mapping out the current resources and programming available in Iowa, identifying areas of duplication and gaps in services, and developing a strategic plan for Child Maltreatment prevention in the state.

1) Comprehensive Statewide Assessment and Strategic Plan Deliverables

A. Comprehensive Needs Assessment of Child Maltreatment in Iowa.

- a. The Contractor shall review the Needs Assessment conducted in SFY 2018 on an annual basis, at minimum, using this document to guide the statewide strategic plan, the Program's direction, and service procurement for local Projects.

B. Statewide Strategic Plan for the Prevention of Child Maltreatment.

- a. The Contractor shall follow the vision, guiding principles, and goals laid out within the strategic plan developed in SFY 2018.
 - i. The Contractor shall adhere to the plan in preparing statewide procurements for local Child Maltreatment prevention Projects over the course of the Administrative Contract (i.e., the initial term and all potential renewals through SFY 2023).
 - ii. Each year the Contractor shall review the strategic plan with the Agency Contract Manager and the Child Abuse Prevention Program Advisory Committee (CAPPAC).
 - This review shall occur in the fall of each year, once the previous SFY's evaluation data has been analyzed and reported.
 - Following this annual review the Contractor shall purpose any modifications to the strategic plan to the Agency.

2) Comprehensive Statewide Assessment and Strategic Plan Performance Measures

PM 1 – Beginning in SFY 2019, and each subsequent SFY that follows, the Contractor shall submit any recommended changes to the strategic plan to the Agency no later than December 1st of each SFY.

3) Comprehensive Statewide Assessment and Strategic Plan Monitoring Activities

A. The Agency Contract Manager will perform the following activities related to the monitoring of these Deliverables and performance measures:

- a. Participate in any established workgroups relevant to the Needs Assessment;
- b. Review and provide feedback and/or acceptance of any modifications to the strategic plan by December 15th of each SFY beginning with SFY 2019.

1.3.1.2 Administrative Support Services for Community Based Child Abuse Prevention Projects.

The Contractor shall provide ICAPP establishment or expansion services, which include all support to local Child Abuse prevention Councils, CPPC sites, and Project service providers throughout the state as it relates to the Program. This shall include training and technical assistance, support in the establishment and expansion of local Councils, and providing public awareness materials and updates on state and federal legislative actions related to Child Maltreatment. Establishment and expansion services shall also include support and technical assistance in collaboration efforts to assure ICAPP Projects are a part of a continuum of services and do not duplicate or leave gaps in the broader service array of Child welfare and preventative services. In addition, the Contractor shall provide Program administrative services to include the monitoring of Program Projects and supporting the Agency in the various reporting requirements associated with the Program funds.

1) Administrative Support Services Deliverables.

A. Establishment or expansion of Community-Based Volunteer Coalitions or Councils.

- a. The Contractor shall establish a working relationship with existing Councils and/or CPPC sites and provide support and technical assistance for new Council development, in areas (i.e., county, region, etc.) where Councils do not currently exist.
- b. The Contractor shall provide support and technical assistance in service collaboration and general community development and engagement.
 - i. The Contractor shall assure that local ICAPP Councils are working collaboratively with other existing community boards, coalitions, and service providers, including but not limited to the following programs/initiatives:
 1. Decategorization;
 2. Community Partnerships for Protecting Children;
 3. Early Childhood Iowa (ECI);
 4. Family Development and Self-Sufficiency (FaDSS);
 5. Public Health programs;
 6. Community-Based Corrections;
 7. Community Mental Health and Substance Abuse service providers; and
 8. Domestic Violence/Sexual Assault prevention and advocacy.
 - ii. The Contractor shall encourage such collaboration through the following activities:
 1. Drafting an Agency approved competitive RFP for Projects that aligns with a broader continuum of prevention and treatment programming and does not duplicate or leave additional gaps in local services.

2. The Contractor shall also, when requested, provide training and/or technical assistance to interdisciplinary community groups on the different goals and objectives for Child Maltreatment prevention Projects, compared with Child abuse treatment initiatives or other initiatives with different goals and objectives (i.e., economic self-sufficiency, school-readiness, juvenile delinquency prevention, etc.).
- c. The Contractor shall provide support and technical assistance on member recruitment and retention for Council and/or CPPC sites as it relates to the Program. These membership requirements may be met through collaboration with existing interdisciplinary community teams.
 - i. The Contractor shall require that membership of local prevention Coalitions or Council include at least 6 of the 7 required representatives of each of the following groups or disciplines:
 1. Education and/or Early Childhood Education, including but not limited to Child care providers, educators, school administrators.
 2. Public Safety or Law Enforcement, including but not limited to police officers, community corrections, probation officers, juvenile court officers.
 3. Child Welfare, including but not limited to DHS Child Protective Workers (i.e., Social Worker IIIs), DHS Child Welfare Workers (Social Worker IIs), DHS Supervisors or Administrators, contracted child welfare service providers, e.g., Community Care or Family Safety, Risk and Permanency (FSRP) providers.
 4. Medical and/or Mental Health, including but not limited to medical physicians, visiting nurses, clinical therapists, public health providers/administrators.
 5. Domestic Violence/Sexual Assault Advocacy Services, including but not limited to victim advocates, shelter program administrators, service providers.
 6. Substance Abuse Services, including but not limited to substance abuse treatment workers, Certified Alcohol and Drug Counselors (CADC), program administrators.
 7. Parent Participant, including but not limited to current or former Participants of ICAPP/CBCAP programming or other similar prevention programming, Parent Partners, parents with a history of involvement with Child Protective Services.
 - ii. The Contractor shall provide a summary of all Coalition or Council memberships (for Projects funded in that SFY) to the Agency at least annually.
 1. For example, the summary shall include the number/percentage of Councils with full membership and an analysis of any trends regarding challenges with representation.

B. Program Development Support and Technical Assistance.

- a. The Contractor shall provide local Coalitions or Councils with information, training and technical assistance in the following areas:
 - i. Council member recruitment and retention;
 - ii. General grant writing and fundraising;
 - iii. General business practices (i.e., budgeting, contract management, and accounting principles);
 - iv. Program development;
 - v. Evidence-Based/Evidence-Informed practices and fidelity monitoring;

- vi. Community development and collaboration;
- vii. Child welfare trends and data;
- viii. Cultural Competence and Disproportionate Representation;
 - 1. See Attachment T for the Agency's Cultural Equity Standards as they relate to Child welfare.
- ix. Public awareness campaigns and recent changes in the law;
- x. Research and evaluation;
- xi. Program fidelity; and
- xii. Continuous Quality Improvement (CQI).
- b. Meeting Requirements.
 - i. The Contractor shall attend an average of at least one local or regional Council meeting monthly (i.e., 12 different meetings each SFY). The Contractor must attend a different Council meeting each month and shall report attendances in each quarterly report to the Agency along with a summary of any information or materials provided to the Coalition or Council by the Contractor.
 - ii. The Contractor shall attend the Child Abuse Prevention Program Advisory Committee (CAPPAC) meetings as requested by the Agency and shall report attendance in each quarterly report to the Agency.
 - iii. The Contractor shall participate in the statewide Child Protection Council Citizen Review Panel (CPCCRP) to provide the prevention perspective on the broader Child welfare system. Contractor shall report activities of the CPCCRP and any recommendations regarding prevention in the quarterly report to the Agency.
 - iv. The Contractor shall, as requested by the Agency, attend any additional relevant meetings of Child welfare stakeholders for the purposes of achieving overall system and service array improvements as required by the Federal Child and Family Services Review (CFSR) or the state's Annual Program and Service Report (APSR). The Contractor shall be report this attendance in each quarterly report to the Agency.

C. General Contract Administration and Project RFP

- a. The Contractor shall ensure that at least one current member of its staff has received all Agency required training related to state contract management within the first two years of the Contract and must take an annual update course thereafter.
 - i. Current Agency Courses include, but are not necessarily limited to:
 - 1. Cont. 101 - Contracting Basics (OPTIONAL)
 - 2. Cont. 110 - Service Procurement & Template Overview
 - 3. Cont. 120 - Contract Creator (C2) and PCQ Basics (OPTIONAL)
 - 4. Cont. 130 - Scope of Work Basics: Deliverables, Performance Measures, Monitoring/Review
 - 5. Cont. 140 - Contract Terms and Conditions
 - 6. Cont. 210 - RFP Development and RFP Template Overview
 - 7. Cont. 220 - Monitoring and Review Activities
 - ii. The Contractor shall request the Agency Contract Manager's assistance in scheduling/registering Contractor staff for these courses.
- b. The Contractor shall be responsible for identifying the eligible entities that may apply for Project funding prior to the issuance of a Project RFP.
 - i. These entities must be able to legally do business in Iowa or identify a parent organization willing to be the named as the recipient of funding and "do business as" the Community-Based Volunteer Coalition or Council.

- ii. Entities must meet the requirements outlined in the definition of a “Community-Based Volunteer Coalition or Council” in 441 Iowa Admin Code Ch. 155.
- iii. The Contractor shall require community support for the identified Community-Based Volunteer Coalitions or Council in the Project RFP.
 - 1. The Contractor shall create a document or Memorandum of Understanding (MOU) to verify that, at minimum, the Child Abuse Prevention Coalition or Council and the CPPC Shared Decision-Making team are in agreement in regards to the chosen entity that will be the Project applicant for each identified county or group of counties throughout the state.
 - 2. The Contractor shall ensure these agreements are in place prior to the release of a Project request for proposals (RFP).
 - 3. The Contractor shall provide a list to the Agency of all legal entities within the state acting as a Community-Based Volunteer Coalition or Council and the service areas covered by each (i.e., the county or group of counties).
- c. The Contractor shall develop an Agency approved competitive statewide request for proposals (RFP) to local Community-Based Volunteer Coalitions or Councils for SFY 2021 and beyond. The Contractor shall include in such RFP, scored criteria to include, but not necessarily be limited to:
 - i. Demonstration of the Child welfare needs as they relate to other local prevention and treatment services available and potential gaps in the service array, for each county in which services are being proposed for;
 - ii. Demonstration that the proposed Project’s target population and outcomes correlate with local data on the type and prevalence of Child Maltreatment reported to the Agency in that area. Local statistics to document the need must be required in the RFP;
 - iii. Demonstration that Projects are Culturally Competent and, where appropriate, addresses the issue of Disproportionate Representation in the Child welfare system (see Attachment T for the Agency’s Cultural Equity Standards document);
 - iv. Demonstration that Projects include a plan to target Special Populations and Children and families at greater Risk for Maltreatment;
 - v. Demonstration that Project planning and evaluation involves Participant input;
 - vi. Demonstration of local collaboration with other existing boards, coalitions, and service providers to avoid duplication or gaps in the broader service array; and
 - vii. Demonstration that Projects funded rely on Evidence-Based or Evidence-Informed Best Practices in the area of Child abuse prevention. See Section 2.4 Online Resources for additional resources on what constitutes Evidence-Based or Evidence-Informed programming.
 - 1. Projects proposed that do not demonstrate Evidence-Based or Evidence-Informed Practices or Programs for the prevention of Child Maltreatment will not be funded through ICAPP.
- d. The Contractor shall, as directed by the Agency, assist with the dissemination of the Project RFP in compliance with all state procurement laws.

- e. The Contractor shall assure the Project RFP is fair and objective by developing and implementing a process consistent with all federal, state, and local procurement regulations, and Agency policies. In addition, the total amount of funds awarded for Projects in each community (relative to the total amount of funds available) must be directly tied to one or more of the following aspects:
 - i. Local Council area's population of Children 0-17;
 - ii. Rate of local reported and/or confirmed incidences of Child abuse or neglect, as defined in Iowa Code § 232.68;
 - iii. Collaboration amongst local service providers and identified needs or gaps in the local service array;
 - iv. Proposal's demonstration of the ability to achieve desired outcomes; or
 - v. Project's history of successful outcomes.
- f. The Contractor shall, as directed by the Agency, guide the process of reviewing proposals.
 - i. The Contractor shall, as directed by the Agency, assist in the initial review of each proposal to assure it meets minimum eligibility requirements as defined in the Project RFP.
 - 1. The Contractor shall inform the Agency of any proposals it believes do not meet these minimum requirements.
 - 2. The Agency will have final decision-making authority on any Project proposal disqualifications.
 - ii. The Contractor shall recruit, train, and coordinate an Agency-approved review team to score proposals and make recommendations for funding, assuring all evaluators do not have any conflicts of interest with any Project bidders.
 - iii. The Contractor shall, as directed by the Agency, participate in the consultation with the Child Abuse Prevention Program Advisory Committee (CAPPAC) in making the final recommendations on Project proposals, to assure Projects align with the Committee's recommended Program goals.
 - iv. The Contractor shall, as directed by the Agency, participate in the final recommendations made to the Agency Contract Owner.
 - 1. The Contractor shall, as directed by the Agency, draft documents to summarize recommendations of the review teams and the CAPPAC.
- g. The Contractor shall cease any communication, guidance, or technical assistance with local Coalitions or Councils, in relation to potential bids, once the Project RFP is posted on the State Bid Opportunities website. Any communications about the RFP will be made available to all potential Project bidders and only through the Agency's issuing officer.
 - i. The Contractor shall, as directed by the Agency, participate in and prepare any draft documents relative to the following:
 - 1. An in-person bidders conference open to all Coalition or Council members applying for funds;
 - 2. Teleconference calls open to all Coalition or Council members applying for funds; or
 - 3. A formal written process that includes posting all questions and answers regarding the RFP. The Contractor shall draft responses to questions for approval by Agency staff before posting.
- h. The Contractor shall provide any and all assistance, including where necessary testimony, in relation to any appeal arising from the award of Project contracts.

D. Ongoing Contract Management and Monitoring

- a. The Contractor shall draft Project Grantee contracts and facilitate execution with each Community Coalition or Council that has been granted an award. Contracts shall be created using current Agency contracting documents and shall include all required components.
- b. The Contractor shall maintain a separate electronic contract file for each Grantee receiving Program funds. The Contractor shall make these files available to the Agency upon request, and the files must include, at a minimum:
 - i. Any written Contractor correspondence with the Grantee regarding the contract, contract performance, or payments;
 - ii. Documentation of Contractor monitoring via documented receipt and review of Project reports, as well as documentation of monitoring visits; and
 - iii. All approved Grantee Invoices and supporting documentation.
 - 1. This may be accomplished through use of the IowaGrants.gov website beginning with Projects funded in SFY 2019. In the event this change is made by the Agency, the Contractor shall ensure at least one member of its staff receives required training in the use of IowaGrants.gov.
- c. The Contractor shall perform an analysis of all Project requests and recommended awards, to confirm that the mix of Projects funded conform to the financial obligations placed on funds by state or federal law (e.g., specific requirements under PSSF around Secondary Prevention, state appropriation specific to Child sexual abuse prevention, etc.).
- d. The Contractor shall require Project grantees to keep and report the following statistical information and utilize the Agency identified database (FSSD) or other Agency approved method for Projects such as Sexual Abuse Prevention, Crisis Care, or Community Development.
 - i. Services provided (number of classes/groups, number of visits, hours of care, etc.);
 - ii. Number of Participants served (adults, families and Children); and
 - iii. Demographic data on Participants served in Core Services, to include, but not be limited to:
 - 1. Family structure;
 - 2. Age (of all adult and Child Participants);
 - 3. Geographic location (home zip code);
 - 4. Race/Ethnicity;
 - 5. Education level; and
 - 6. Income level.
 - iv. The incidence of Participant Risk Factors present for families served in Core Services. Risk Factors to be measured may include, but are not limited to, the following:
 - 1. Participant is a young parent (birth of first Child before 20 years of age);
 - 2. Participant's household income is at or near poverty level;
 - 3. Household member incarcerated;
 - 4. Child or Parent with a Disability; and
 - 5. Child age 0-5 years;
- e. The Contractor shall review data gathered through the Agency identified database (FSSD) on at least a quarterly basis, once access to the system is granted, to determine Project compliance with output measures and evaluation measures.

- f. The Contractor shall work with Grantees having difficulties implementing a Project. The Contractor may recommend amendments to a Grantee contract assuming the revisions do not change the general scope of work.
 - i. The Contractor may also recommend to the Agency that a Program Improvement Plan (PIP) be developed for Grantees unable to meet performance measures.
 - ii. The Contractor shall, as directed by the Agency, work with Grantees to develop PIPs for Agency approval.
 - iii. The Contractor shall monitor Grantees on PIPs and make appropriate recommendations to the Agency on termination or non-renewal of Projects not making progress on agreed upon measures within the Grantee's PIP.
- g. The Contractor shall forward all approvable claims of Project payments to the Agency as soon as possible but in no case later than 10 Business Days following receipt.
 - i. In the event Grantees are moved onto the IowaGrants.gov site at any time during this Contract period, the 10 Business Days will be the time frame for Contractor "approval" of the online submission through IowaGrants.gov.
 - ii. Beginning in SFY 2019 the Contractor shall submit all approvable claims to the Agency via electronic mail.
- h. The Contractor shall, on an annual SFY basis, conduct random monitoring and review visits for a minimum of 10% of Projects. These Grantee visits will include the following activities:
 - i. Verification of documentation of Project expenses claimed;
 - ii. Review of service delivery records, such as Participant sign-in sheets, enrollment forms, or any other documentation of service delivery; and
 - iii. Report to the Agency the findings of all monitoring and review visits within 90 days of the visit.

E. CBCAP State Lead Agency Activities.

- a. The Agency is the state's identified State Lead Agency (SLA) for CBCAP. The Agency will work with the Contractor to meet the requirements of this grant. The activities the Contractor shall lead include, but are not necessarily limited to, the following:
 - i. Drafting the narrative and outcome data required to complete the CBCAP application and report for Agency review;
 - ii. Participating in the Federal Children's Bureau Annual CBCAP Grantee Meeting – typically held in Washington DC;
 - 1. These meetings do not have a cost for attendance, outside of travel expenses, and typically last no more than 2 days.
 - iii. Taking a leadership role in state prevention activities;
 - iv. Engaging in advocacy for systemic change;
 - v. Actively participating in statewide collaboration and coordination;
 - vi. Conducting outreach activities for Special Populations;
 - vii. Developing and/or supporting existing parent leadership and involvement in the state; and
 - viii. Leading Child abuse prevention month and public awareness activities.
- b. For additional information on these activities, please see the most recent CBCAP Program Instruction, found here: <https://friendsnrc.org/current-cbcap-program-instruction>

F. Administrator Service Reporting Requirements.

- a. The Contractor shall summarize progress towards Deliverables and performance measures in a quarterly report to the Agency. Quarterly reports must include, but are not limited to, the following information:
 - i. A summary of Grantee service deliverables and outputs from the previous quarter, as well as year-to-date totals;
 - ii. A financial summary of Grantee dollars spent in the previous quarter, including funds from this Program and the amounts and sources of any matched funds at the Grantee level;
 1. Financial summaries must include a breakdown of ICAPP/CBCAP funds expended each quarter and the amount of other federal, state, local, or private funds reportedly expended each quarter.
 - iii. A summary of Contractor performance measure progress; and
 - iv. A summary of Grantee performance measure progress (on all measures available quarterly).

2) Administrative Support Services Performance Measures.

PM 1 – The Contractor shall establish a “baseline” percentage for all Coalitions or Councils currently receiving Program funds on whether they are meeting membership requirements in State Fiscal Year (SFY) 2019. This “baseline” shall be provided to the Agency Contract Manager no later than August 31, 2019.

- To be considered “compliant” with this measure, the funded Coalition or Council shall have at least 6 of the 7 required memberships.
- Beginning in SFY 2020 the Contractor shall increase the percentage of Coalitions or Councils in “compliance” with this measure by a minimum of 5% or until the desired rate of 90% of Coalitions or Councils in compliance is met (i.e., at least 6 of the 7 required members).

PM 2 – 100% of required administrative and financial reports and other documents shall be submitted to the Agency by the specified due date. Specific reports must be in a format approved by the Agency and must include all components outlined in the Scope of Work.

- **Identified Coalition/Council List** – The Contractor shall provide an updated list to the Agency of the single identified Community-Based Volunteer Coalition or Council for each of Iowa’s 99 Counties by August 1, 2019.
- **Project RFP** – The Contractor shall provide a draft RFP for Projects for SFY 2021 to the Agency Contract Manager no later than August 1, 2019.
- **Quarterly Service Reports** – Reports shall be provided by the following dates:
 - 1st Quarter—July 1 thru September 30 Due: October 31
 - 2nd Quarter—October 1 thru December 31 Due: January 31
 - 3rd Quarter—January 1 thru March 31 Due: April 30
 - 4th Quarter—April 1 thru June 30 Due: July 31
- **CBCAP Report/Application** – The Contractor shall provide the Agency with draft report and application documents within 30 days from the date the information is requested by the Agency Contract Manager.
 - Due Dates are set by the Federal Children’s Bureau and are not always the same.
 - For planning purposes, typically the report on the previous FFY is due by January 30th of each year and the application for current FFY is due in early-mid June.
 - The Agency Contract Manager will be responsible for making the request for information to the Contractor.

PM 3 – The Contractor shall randomly select a minimum of 10% of all funded Projects to be reviewed through formal monitoring visits each SFY (either in-person or via submission of materials to the Contractor via mail, email, or fax).

- The minimum of 10% of Projects reviewed shall not include multiple Projects awarded to the same Grantee.

3) Administrative Support Services Monitoring Activities

- A. The Agency Contract Manager will participate in the following activities related to the monitoring of these Deliverables and performance measures:
 - a. Provide acceptance of the agreed upon “baseline” for Coalition or Council membership by September 15, 2018;
 - b. Participate in quarterly meetings with the Contractor to review performance measures, reports, and other administrative tasks;
 - c. Meet with the Contractor as needed during the drafting and review process of the Project RFP;
 - d. Review and provide feedback to the Contractor on the draft RFP by September 1, 2019;
 - e. Accompany Contractor on onsite monitoring/review visits, when available, with Grantees; and
 - f. Register Contractor staff for any Agency provided training on contract management and monitoring.

3.3.1 Research and Evaluation of Community Based Prevention Projects.

3.3.1.1 Research and Evaluation Services.

Research and evaluation services include the overall evaluation of the Program as a whole and its effectiveness in reducing the Risk of Child Maltreatment throughout the state of Iowa by increasing key Protective Factors for the individuals and families served. This will involve the Contractor’s continued use of the Protective Factors Survey developed by FRIENDS National Resource Center. The Contractor shall also evaluate the use of emerging and promising practices in the prevention of Child Maltreatment and reporting findings to the Agency.

1) Research and Evaluation Deliverables.

A. Child Maltreatment and Prevention Research.

- a. The Contractor shall annually review and analyze data on the incidence of Child Maltreatment in the state of Iowa.
- b. The Contractor shall identify any measurable trends and/or correlating factors at the individual and/or community level (i.e., Child poverty, teen birth rate, etc.) that may assist in predictive analysis and enhance the ability to target services to families most at Risk for Child Maltreatment.
- c. The Contractor shall periodically review professional literature on the causes of Child Maltreatment and on new/emerging Evidence-Based and Evidenced-Informed programs and practices in the area of Child abuse or neglect prevention.
- d. The Contractor shall provide this data (i.e., the literature review or any other resource documents), along with state and local statistics, to Councils to assist them in their Project planning efforts.
- e. The Contractor shall annually submit a list to the Agency of Projects funded and the curricula or model proposed (where applicable) along with the level of evidence of that model.

B. Developing a Research/Data Driven RFP.

- a. The Contractor shall utilize existing data, as well as the information garnered from the Needs Assessment, regarding the specific gaps in services for the prevention of Child Maltreatment in Iowa.
 - i. The Contractor shall use this information in developing the state's strategic plan (identified in Section 1.3.1) and to justify the types of Projects proposed for funding in the SFY 2021 Project RFP.
- b. The Contractor shall propose Program areas for funding that align with trends in the rates and types of Child Maltreatment.
 - i. Some examples include, but are not limited to, the following:
 - 1. The greatest percentage of confirmed Child Maltreatment in Iowa is Denial of Critical Care (72% of all cases in 2015), also known as "neglect." Therefore, the Project RFP must support Projects that specifically address Child neglect.
 - 2. Sexual abuse in Iowa, as well as the nation, has been declining for decades. In 2015, 5% of all cases of abuse were for sexual abuse. Therefore interventions to prevent Child sexual abuse should be funded proportionally and with regard to the specific appropriations bill that allocates those state dollars.

C. Program Evaluation.

- a. Community Engagement/Development and/or Public Awareness Evaluation.
 - i. The Contractor shall determine whether Projects for the purposes of community development, engagement, or public awareness are necessary to reduce Child Maltreatment in the state (through the Needs Assessment conducted).
 - ii. The Contractor shall determine the appropriate methods for evaluation for these types of services, depending on the Project goals and objectives.
- b. Core Services (i.e., Family Support Services) Evaluation.
 - i. The Contractor shall continue to utilize the current Protective Factors Survey (PFS) to measure effectiveness of all Core Services Projects.
 - 1. The Contractor may allow up to 30% of Core Services Projects to use the piloted version of the PFS (in conjunction with FRIENDS National Resource Center), until the tool has been deemed reliable and valid.
 - 2. In the event a new PFS tool is determined to be valid and reliable over the course of this Contract, the Contractor shall implement the new version and provide training and technical assistance to Project Grantees on the revised tool.
 - ii. The Contractor shall report annually to the Agency on the effectiveness of Core Services funded, based on measured increases in participant Protective Factors.
 - iii. The Contractor shall review and analyze existing Program data and develop benchmarks for Core Services Project performance measures on evaluation within the first three years of the Contract.
 - 1. The Contractor, through research and analysis, shall determine what level of change is necessary to be statistically significant (i.e., by Project type, Grantee, or other aggregate data sets analyzed)
 - 2. The Contractor shall determine what evidence exists, through evaluation efforts, to indicate Projects resulted in a successful intervention or outcome.
- c. Sexual Abuse Prevention Services Evaluation.

- i. The Contractor shall determine whether Projects for the purposes of Sexual Abuse Prevention are necessary to reduce Child Maltreatment in the state (through the Needs Assessment conducted).
- ii. The Contractor shall clearly articulate the Scope of Work requirements for Sexual Abuse Prevention programming, along with requirements for evaluation, with the Project RFP.
- iii. The Contractor shall determine the appropriate methods for evaluation for these types of services, depending on the Project goals and objectives.

D. Research and Evaluation Support for all Grantees.

- a. The Contractor shall provide training and technical assistance to local Grantees regarding Evidence-Based and Evidence-Informed best practices and programs in the prevention of Child abuse and neglect. Types of training/technical assistance may include, but not necessarily be limited to:
 - i. Publication and distribution of literature reviews and best practice guidance documents;
 - ii. Conference calls and webinars;
 - iii. Live in-person trainings; and
 - iv. One-on-one consultation.
- b. The Contractor shall evaluate all Projects annually, at a minimum, to determine how well the goals and objectives of the Project are being met.
- c. The Contractor shall provide training and technical assistance to local Grantees on administering the PFS and utilizing the Agency identified data collection system (FSSD).
- d. The Contractor shall provide Grantees with feedback as to the effectiveness of their Projects in comparison with other similar Projects throughout the state.
- e. The Contractor shall support Grantees with implementing a Continuous Quality Improvement (CQI) process.
- f. The Contractor shall identify ways to monitor and measure Projects on their fidelity to Evidence-Based program and practice models.
 - i. The Contractor shall include fidelity monitoring within the statewide strategic plan and shall indicate, within any procurement documents, how grantees can anticipate this monitoring will occur.

E. Support for Emerging and Promising Practices.

- a. The Contractor shall support the use of emerging and promising practices in local Projects by providing information to local Coalitions or Councils on such practices.
- b. The Contractor shall evaluate the effectiveness of such Projects and utilize outcomes in assessing funding for the subsequent year's Projects.

F. Annual Evaluation Report.

- a. The Contractor shall provide an annual Program evaluation report to include, but not be limited to, the following:
 - i. A summary of any analysis done in the prior year regarding Child Maltreatment data and trends, and a description of how data was shared with Grantees.
 - ii. A summary of all services provided and demographic data collected on Program Participants in the prior State Fiscal Year;
 - iii. A summary of the outcomes for all Projects, including the level of change in family Protective Factors, as measured by the PFS; and
 - iv. An analysis of the data collected, reported outcomes, measured changes in Protective Factors, and implications for Program improvements.

1. Contractor shall conduct analyze over the span of several years where data is available and when Projects are funded for more than one SFY.
2. Contractor shall analyze data looking for trends in effectiveness and different impacts with various Special Populations.
- v. A description of Continuous Quality Improvement (CQI) efforts underway by the Contractor and ways the evaluation data is being used to enhance programming at the Project level and at the broader Program level.

2) Research and Evaluation Performance Measures.

PM 1 –The Contractor shall provide an annual Program evaluation report to the Agency within 90 days of the end of the State Fiscal Year.

PM 2 –The Contractor shall develop measurable benchmarks based on existing data, as well as data collected through SFY 2019, to identify target measures (beyond service outputs) for each Project type funded by January 1, 2020.

3) Research and Evaluation Monitoring Activities.

- A. The Agency Contract Manager will participate in the following activities related to the monitoring of these Deliverables and performance measures:
 - a. Participate in an annual review with the Contractor and Child Abuse Prevention Program Advisory Committee to review the Contractor's performance towards research and evaluation measures;
 - b. Provide the Contractor with extracted and de-identified data from the FSSD for analysis within 30 days of the end of each SFY;
 - c. Provide feedback to the Contractor in regards to ongoing evaluation efforts and research activities and publications prepared by the Contractor; and
 - d. Review the Contractor's proposed measurable benchmarks and indicators for Projects and decide on implementation of specific outcome measures beginning in SFY 2021.

Agency Responsibilities.

The Agency Program Manager will also be responsible for the following Contract management responsibilities:

- A. Responding to day to day questions from the Contractor.
- B. Facilitating meetings of the Child Abuse Prevention Program Advisory Committee (CAPPAC).
- C. Conducting onsite reviews of Contractor records, including the records of Grantees as necessary, to validate the Contractor's quarterly progress reporting and their compliance with the service requirements described in this section.
- D. Reviewing the Contractor and Project monthly claims and approving payments.
- E. Reviewing the Contractor's quarterly progress and annual evaluation reports to assure performance measures are being met.
- F. Identifying any concerns with Program performance and, when necessary, requesting a Program Improvement Plan from the Contractor.
- G. Approving the use of Contractor developed forms, including, but not limited to:
 - a. Needs assessment and strategic plan
 - b. Project RFP
 - c. Project contracts
 - d. Coalition or Council membership agreements
 - e. Quarterly progress and annual evaluation reports
- H. Conducting the annual Agency survey of Grantees.

- a. The Agency will conduct an annual survey to gather feedback from local Grantees and other key community stakeholders on their satisfaction level with the Contractor and the support and technical assistance provided.
- b. The results of the annual survey will be shared with the Contractor and the Child Abuse Prevention Program Advisory Committee and shall be considered in determining whether the contract will be renewed and if the performance measures have been achieved.
- I. Conducting an annual review of the Contractor's performance, with input from the Child Abuse Prevention Program Advisory Committee, in regards to the research and evaluation of Projects and implications for Program improvements.
- J. Monitoring how the Contractor uses the evaluation data in shaping subsequent Project RFPs.

1.3.2 Monitoring, Review, and Problem Reporting.

1.3.2.1 Agency Monitoring Clause. The Contract Manager or designee will:

- Verify Invoices and supporting documentation itemizing work performed prior to payment;
- Determine compliance with general contract terms, conditions, and requirements; and
- Assess compliance with Deliverables, performance measures, or other associated requirements in accordance with the monitoring activities set forth in the Deliverables, Performance Measures, and Monitoring Activities Section.

1.3.2.2 Agency Review Clause. The Contract Manager or designee will use the results of monitoring activities and other relevant data to assess the Contractor's overall performance and compliance with the Contract. At a minimum, the Agency will conduct a review annually; however, reviews may occur more frequently at the Agency's discretion. As part of the review(s), the Agency may require the Contractor to provide additional data, may perform on-site reviews, and may consider information from other sources.

The Agency may require one or more meetings to discuss the outcome of a review. Meetings may be held in person. During the review meetings, the parties will discuss the Deliverables that have been provided or are in process under this Contract, achievement of the performance measures, and any concerns identified through the Agency's contract monitoring activities.

1.3.2.3 Problem Reporting. As stipulated by the Agency, the Contractor and/or Agency shall provide a report listing any problem or concern encountered. Records of such reports and other related communications issued in writing during the course of Contract performance shall be maintained by the parties. At the next scheduled meeting after a problem has been identified in writing, the party responsible for resolving the problem shall provide a report setting forth activities taken or to be taken to resolve the problem together with the anticipated completion dates of such activities. Any party may recommend alternative courses of action or changes that will facilitate problem resolution. The Contract Owner has final authority to approve problem-resolution activities.

The Agency's acceptance of a problem report shall not relieve the Contractor of any obligation under this Contract or waive any other remedy. The Agency's inability to identify the extent of a problem or the extent of damages incurred because of a problem shall not act as a waiver of performance or damages under this Contract.

1.3.2.4 Addressing Deficiencies. To the extent that Deficiencies are identified in the Contractor's performance and notwithstanding other remedies available under this Contract, the Agency may require the Contractor to develop and comply with a plan acceptable to the Agency to resolve the Deficiencies.

1.3.3 Contract Payment Clause.

1.3.3.1 Pricing. In accordance with the payment terms outlined in this section and Contractor's completion of the Scope of Work as set forth in this Contract, the Contractor will be compensated an amount not to exceed \$1,781,826.00 during the entire term of the Contract, which includes any extensions or renewals thereof.

Payment Table

<u>Contract Duration</u>	<u>Base Amount</u>	<u>Incentive Maximum</u>	<u>Total Not to Exceed</u>
07/01/17 - 06/30/18	\$279,243.00	\$15,000.00	\$294,243.00
07/01/18 - 06/30/19	\$275,426.00	\$20,000.00	\$295,426.00
07/01/19 - 06/30/20	\$278,731.00	\$20,000.00	\$298,731.00
07/01/20 - 06/30/21	\$275,209.00	\$20,000.00	\$295,209.00
07/01/21 - 06/30/22	\$279,469.00	\$20,000.00	\$299,469.00
07/01/22 - 06/30/23	\$278,748.00	\$20,000.00	\$298,748.00
TOTALS	\$1,666,826.00	\$115,000.00	\$1,781,826.00

Note: continued payment for contract extension years is contingent upon extension of the Contract.

1.3.3.2 Payment Methodology.

Contractor Payments.

Contractor shall invoice the Agency monthly for reimbursement of the costs associated with meeting the Deliverables of the Contract. This reimbursement shall be in accordance with the SFY budget provided by the Contractor (**Attachment 3.1: SFY 2018 Approved Line Item Budget**). Monthly invoices shall be accompanied by an Agency provided Monthly Expense Report which breaks down each monthly invoice by line item. In the event the Agency moves to the use of lowagrats.gov to make payments under this Contract, the submission through that system will replace any paper submission.

At any point during this Contract, if the Contractor wishes to make "substantial" amendments to the approved budget, a new amended budget must be submitted to, and approved by, the Agency Contract Manager before the Contractor bills for the adjusted changes.

- For the purposes of this section, a "substantial" change to the budget means shifting funds from one line item to another in excess of 10% of the total maximum not to exceed term value.
- This amount includes any single change or combined changes in line item amounts that result in more than 10% of the awarded funds being used for a purpose other than what was approved in **Attachment 3.1: SFY 2018 Approved Line Item Budget**.

In the event that budget changes do not meet the definition of a "substantial" change, the Contractor shall still submit any adjustments to the approved budget to the Agency Program Manager within 30 days of the adjustment, this may include changes to the amount billed to the Agency or the amount billed to other funders for shared expenses, as this could impact the proportional costs to the Agency for shared and indirect expenses.

The Contractor shall also complete and submit a full line item budget for each subsequent SFY to the Agency Program Manager for approval at least 60 days prior to the beginning of the SFY, to be considered with the Contractor's annual renewal amendment. **The line item budget will have a restriction of 20% of the SFY Total for all Indirect Costs combined.**

Contractor Payment for Performance.

The base contract maximum will be limited to the "base amount" in the Payment Table in Section 1.3.3.1. In the event that the Contractor meets all required performance measures, as determined by the Agency, in the 1st, 2nd, and/or 3rd quarter of SFY 2018, the Contractor will be allocated an additional \$5,000 to be utilized in the following SFY quarter (i.e., an additional allowance in the 2nd, 3rd, and/or 4th quarters).

For subsequent years, SFY 2019-2023 up to \$20,000 in incentive allowances will be available each SFY. Whenever 4th quarter performance measures are met the Contractor will be allocated the incentive amount to be used in the 1st quarter of the following SFY, assuming the Contract is renewed.

Incentive Payments.

Incentive payments will be the same (a maximum of \$5,000 per quarter), regardless of the Base Amount in the Contractor's Cost Proposal, and are only allowed for specific purposes which may include the following:

- Contractor staff salary increases/bonuses (either across the board or based on performance),
- Contractor professional development opportunities for staff related to Child Maltreatment prevention (e.g. conferences, trainings, and travel costs associated with such professional development opportunities), or
- Teaching/technical assistance materials for the Contractor to provide to Project Grantees (e.g., curricula, handbooks, resource materials, etc.)

1.3.3.3 Timeframes for Regular Submission of Initial and Adjusted Invoices. The Contractor shall submit an Invoice for services rendered in accordance with this Contract. Invoice(s) shall be submitted monthly. Unless a longer timeframe is provided by federal law, and in the absence of the express written consent of the Agency, all Invoices shall be submitted within six months from the last day of the month in which the services were rendered. All adjustments made to Invoices shall be submitted to the Agency within ninety (90) days from the date of the Invoice being adjusted. Invoices shall comply with all applicable rules concerning payment of such claims.

1.3.3.4 Submission of Invoices at the End of State Fiscal Year. Notwithstanding the timeframes above, and absent (1) longer timeframes established in federal law or (2) the express written consent of the Agency, the Contractor shall submit all Invoices to the Agency for payment by August 1st for all services performed in the preceding state fiscal year (the State fiscal year ends June 30).

1.3.3.5 Payment of Invoices. The Agency shall verify the Contractor's performance of the Deliverables and timeliness of Invoices before making payment. The Agency will not pay Invoices that are not considered timely as defined in this Contract. If the Contractor wishes for untimely Invoice(s) to be considered for payment, the Contractor may submit the Invoice(s) in accordance with instructions for the Long Appeal Board Process to the State Appeal Board for consideration. Instructions for this process may be found at: http://www.dom.state.ia.us/appeals/general_claims.html.

The Agency shall pay all approved Invoices in arrears. The Agency may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.

1.3.3.6 Reimbursable Expenses. Unless otherwise agreed to by the parties in an amendment to the Contract that is executed by the parties, the Contractor shall not be entitled to receive any other payment or compensation from the State for any Deliverables provided by or on behalf of the Contractor pursuant to this Contract. The Contractor shall be solely responsible for paying all costs, expenses, and charges it incurs in connection with its performance under this Contract.

1.3.3.7 Travel Expenses. If the Contract requires the Agency to reimburse the Contractor for costs associated with transportation, meals, and lodging incurred by the Contractor for travel, such reimbursement shall be limited to travel directly related to the services performed pursuant to this Contract that has been approved in advance by the Agency in writing. Travel-related expenses shall not exceed the maximum reimbursement rates applicable to employees of the State of Iowa as set forth in the Department of Administrative Services' State Accounting Policy and Procedures Manual, Section 210, <https://das.iowa.gov/state-accounting/sae-policies-procedures-manual> and must be consistent with all Iowa Executive Orders currently in effect. The Contractor agrees to use the most

economical means of transportation available and shall comply with all travel policies of the State. The Contractor shall maintain original, itemized receipts and any other supporting documentation required by Section 210 and Iowa Executive Orders to substantiate expenses submitted for reimbursement.

Revision 3. Federal Funds. The following federal funds information is provided:

Contract Payments include Federal Funds? Yes	
The contractor for federal reporting purposes under this contract is a: Subrecipient	
DUNS #: 125890785	
The Name of the Pass-Through Entity: Iowa Department of Human Services	
CFDA #: 93.590	Federal Awarding Agency Name: Department of Health and Human Services/Administration for Children and Families
Grant Name: Community-Based Child Abuse Prevention Grants	

Section 2: Ratification & Authorization

Except as expressly amended and supplemented herein, the Contract shall remain in full force and effect, and the parties hereby ratify and confirm the terms and conditions thereof. Each party to this Amendment represents and warrants to the other that it has the right, power, and authority to enter into and perform its obligations under this Amendment, and it has taken all requisite actions (corporate, statutory, or otherwise) to approve execution, delivery and performance of this Amendment, and that this Amendment constitutes a legal, valid, and binding obligation.

Section 3: Execution

IN WITNESS WHEREOF, in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Amendment and have caused their duly authorized representatives to execute this Amendment.

Contractor, Prevent Child Abuse Iowa		Agency, Iowa Department of Human Services	
Signature of Authorized Representative:	Date:	Signature of Authorized Representative:	Date:
	7/3/18		7-3-18
Printed Name: Elizabeth Cox		Printed Name: Jerry R. Foxhoven	
Title: Executive Director		Title: Director	

ACFS 18-004 Attachment 3.1: Approved SFY 2019 Line Item Budget

ICAPP Admin Request SFY 19:	\$275,426.00
Total Budget SFY 18 (including all sources**):	
Total Possible Incentive Payments SFY 19:	\$20,000.00

****Shall include only funds, donations, or volunteers used to meet the purposes of the Scope of Work in this RFP. This budget does not need to include funding received by the Contractor for work unrelated to the Scope of Work in this Contract, with the exception of any shared expenses. Indicate the full salary and benefits of ALL employees to be funded under this Contract (in full or part), indicate the percentage of time anticipated on this Scope of Work and amount and source of other funding (other funding sources shall be identified in narrative section provided. In addition, for any other shared expenses, indicate the full amount and % charged to this Contract.**

SFY 2019 Cost Proposal

SFY 2019 INDIRECT EXPENSES (Restricted to 20% of Base Contract Amount)

DESCRIPTION OF BUDGET LINE ITEM EXPENDITURES	FUNDING SOURCES TO BE USED				
	ICAPP Admin Contract	Other Funding Sources (CBCAP)	Estimated Value of Donations	Volunteer Hours (#hrs x \$20.93)	Total
Administration (Director, accounting, etc.)					
Independent audit/tax filing (30% of \$31250)	9,375.00				9,375.00
Bookkeeping (30% of \$3050)	911.00				911.00
Subscriptions (30% of \$8000)	1,050.00				
Facilities (Rent, utilities, general use equipment)					
Rent and Parking and office updates (30% of \$7,000 + in kind at 30% of \$35	\$ 4,100.00		10,500.00		
Insurance (30% of \$7,500)	\$ 2,250				2,250.00
Internet, Website & Phone (30% of \$42,500)	\$ 14,550				14,550.00
Total Indirect:	32,236.00	-			

SFY 2019 DIRECT EXPENSES

DESCRIPTION OF BUDGET LINE ITEM EXPENDITURES	FUNDING SOURCES TO BE USED				
	ICAPP Admin Contract	Other Funding Sources (CBCAP)	Estimated Value of Donations	Volunteer Hours (#hrs x \$20.93)	Total
Salaries/Benefits (Include position and percentage of time)					
Director: .2; ICAPPPM: 1.0 PM .5 Comm: .3; BM.2					
Salaries (\$100, \$54, \$56, \$52, \$48)	\$ 136,794				
Payroll taxes (\$8, \$4, \$4, \$4, \$4)	\$ 10,260				
Benefits (\$17, \$4, \$4, \$4, \$6)	\$ 16,090				
IRA (\$3, \$1.6, \$1.6, \$1.6, \$1.4)	\$ 4,104				
Unemployment	\$ 2,250				
In-state Travel/Mileage (Per state of Iowa rates)					
Travel - In State	5,250.00				
Training/Professional Dev (Include registration and travel)					
Proff Devel	15,000.00				
Marketing PD to network (100% of \$5300)	5,300.00				
Equipment/Supplies					
Supplies, Website, and Communication Subscriptions (4486: 34%; 7%)	\$ 4,093				
Equipment & repair (6704: 37%; 32% + .5 of \$25,000 donation)	\$ 2,699		12,500.00		
Checkoff materials (100%)	\$ 300				
Postage (2488: 21%; 19)	\$ 1,050				
Contracted/Outside Services (NOT Indirect)					
ICAPP and CBCAP Eval.	\$ 40,000				
Total Direct:	243,190.00				
Total Budget (Shall match max for SFY 2019 above):	275,426.00				

DESCRIPTION OF INCENTIVE LINE ITEM EXPENDITURES					
	1st Quarter Jul-Sept 2017	2nd Quarter Oct-Dec 2017	3rd Quarter Jan-Mar 2018	4th Quarter Apr-Jun 2018	Total
Salaries/Benefits (Percentage increase or bonus)					
Salaries/Benefits (3% increase salary plus incentive bonus for performance standards)	1,500.00	2,500.00	1,500.00	3,500.00	9,000.00
Training/Professional Development (Include travel)					
PD	2,500.00		1,500.00	500.00	4,500.00
Travel/Mileage (to implement new training)					
Travel		500.00		500.00	1,000.00
Equipment/Supplies (Curricula, resource materials, etc.)					
Program Materials	1,000.00	2,000.00	2,000.00	500.00	5,500.00
Total Incentives:	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00

Additional Budget Narrative (as needed):

Some % of shared expenses are expected to decline slightly following contract negotiations with IDPH regarding annual home visiting and prevention conference. PCA Iowa will keep DHS contract manager informed of these changes. PCA Iowa is provided free rent through end of calendar 2017. Rent expenses beginning in January 2018 are expected to be \$100 - \$200/month. As discussed with DHS contract representatives, changes in data collection and analysis mechanisms require updates in Iowa code. This will delay abilities to evaluate data until 3rd quarter. PCA Iowa has discussed this with the outside contractor who provides this service and suggested time otherwise spent on data analysis in Q1 and Q2 be shifted to Needs Assessment and Strategic Planning. Incentive awards are expected to be spent on PD in Q3 based on feedback from Needs Analysis and Strategic Plan - and then delivered to prevention network in Q4.

